User's

Manual

BINATEK INC.

User's manual

Introduction

Binatek is a company working in the **form printing** business. We work with companies in Canada and in the U.S.A. that use systems like SAP, ORACLE, JD EDWARDS, PEOPLESOFT etc…

Our customers use the software to print their **cheques**, **invoices**, **orders**, **statements**, **taxes**, etc... To ensure security, we print the above mentioned on blank paper. Although the paper may have a company logo or color but is normally without any information on it. The software will take charge of the complete document printing (graphic and data).

The customer have the option to install a **smart card reader** in order to enhance **security**. Therefore, to enable the documents to be printed, the user will have to **insert** the **smart card** in the reader. Otherwise, **no document will be printed**.

How does the software prints the information ?

The software **reads** a **file downloaded** by the client from his main system to a local or logical drive. The file formats that can be read are **formatted ASCII** file or a generic text **SPOOL** file.

From the software we will be able to map the file (create the header and the detail lines) and design a form (insert logos(bmp), square and rounded boxes, ellipses, colors, text, rotated text, lines, etc…) The form will print on most printers on the market (Lexmark, HP, Xerox, etc..) that support **PLC5**, **PCL5c**, or **PCL5e**. (**NOT PCL6 NOR POSTCRIPT**).

We can also **send** a image(jpg) of the document by **e-mail**.

We can use an **unlimited** amount of **printers** with the software. An example would be to print the document on a printer and redirect the **copies** of this document on 3 different printers and then get a **report** on a different printer as well.

We also have a module called the **archiving** that can de used to print the same output that was done several months or years ago.

Thank you for taking the time to look at our product. We hope it will meet the needs of your company.

Configuration

Important things to verify before starting.

- Click **Start** on the Windows taskbar.
- Click **Program**.
- Click **Binatek**.
- Click **InterLaser**.
- Click **Tools**.
- Click **Diagnostic Wizard**.
- Perform **all the tests** to ensure that the software is usable on this PC.

Quick demo

1) Start the software.

2) Enter the password (**DEMO** or **demo**). Press **enter** or click on the **Enter** icon.
(*You can pick the language of your choice*).

Note : To **exit** from the **main menu** click on the **Exit** icon.
Once in a window you can **always exit** by clicking the **Exit** icon, clicking the **close button** or press the **'ESCAPE'** key.

3) **IMPORTANT, before printing** with the demo you must select the right printer.

- Click **Utilities** in the menu at the top of the main menu window.
- Click **Printers configuration (global)**.
- Activate and select the **printers** and **trays** on which you would like to print your demo.
- Click on the **Apply** icon to confirm the changes.
- Exit the window.

4) Click the **Printing documents** button of the main window.

- Keep the **Both** option selected.
- Check the **first** question.
- Check the **second** question.
- Click the **Validate the smart card** button to begin the transfer.

Note : If you want to **view** your document(s) **before** sending them to the printer or by email you can **highlight** a project in the list and then click the **Preview** icon or double click on the project.

In the new window **highlight** a document from the **To print** or

To e-mail list, click on the **Preview** icon or double click to view the document.

- Click the **Print/send** icon.

- Confirm your choice.

5) The software will bring you back to the main menu window.

Mapping

This is the **first step** to do with the software. You **must** map a data file before doing something, this mapping will tell the software how to process your files.

For the purpose of this example we will use a **formated ASCII** file **(MAPPING1)**. This type of of file contains one **headers** followed by one or many **detail** lines and this is repeated as long as there are cheques to print.

Important : The structure of the formated file is very important. If it changes you will have to redo the positioning of the headers and details variables. So try to work with a final and stable file structure.

How does it work ?

- Click on the **Mapping** icon (*from the main window*) or click on the **Management** menu (*in the top menu of the main window*) and click **Mapping**.
- Select the "**MAPPING1" mapping**. Click on the **Edit/Modify** icon or double click on the name.

At the bottom you will see two lists, **Header** and **Detail variables**.

The **Header variables** are the fixed variables on the form.

Examples : Payee name, Address, Document number, Net amount of the document, Date of the document, Vendor number, etc....

The **Detail variables** are the dynamic variables on the form.

Examples : Invoice number, Invoice date, Gross amount, Description, etc...

Variables

Add :

- Locate the appropriate line for the variable. In this example the **first line** is the **Header** and the **second line** is the **detail**.

- Highlight a region in the file on the screen with your mouse or with the **SHIFT+ right** or **left** arrows on the keyboard.

- Click on the **Add** icon in the **Header** or **Detail variables**.

- Enter a name for the new variable.

- Click on the **Add** icon again.

Modify :

- Click a variable in one of the list **Header** or **Detail variables**.

- Click on the **Edit/Modify** icon or double click on the variable.

- Highlight a region in the file on the screen with your mouse or with the **SHIFT+ right** or **left** arrows on the keyboard.

- Click on the **Return** icon to confirm the modification.

Delete :

- Click a variable in one of the list **Header** or **Detail variables**.

- Click on the **Delete** icon.

- Confirm your choice.

Change :

First you must **delete** the variable, see '**Delete**' and add it after, see '**Add**'.

Options

There is a lot of **options** that we must **configure** concerning the file. Click on the **Options** button.

In this window we will have to :

- identify how to **differentiate** the **Header** and the **Detail** lines for the mapped file.

- define the **Functional variables** (*some of them are **mandatory***).

- define the **Accumulators** for column totals.

- define **transfer conditions** that affect the way some documents are going to be

transfered.

- **pack fields** to avoid blank lines in address region.

- etc...

Forms

This is the step that follows the mapping. We will first **create** a **base template**, this **template** will be used in the projects for the **customization**.

Note : To **add**, **modify** or **delete** a customization form see 'Projects'

How does it work ?

- Click on the **Forms** icon (*from the main window*) or click on the **Management** menu (*in the top menu of the main window*) and click **Forms**.

Template form

Add :

- Click on the **Add** icon.
- Enter a name for the new template.
- Click on the **Add** icon again.

Modify :

Note : In a **customization** form, it is **not possible** to **edit**, **move** or **delete** objects that are used in a **template** form.

- Select a template.
- Click on the **Edit/Modify** icon or double click on the template.

Copy :

- Select the template **to copy.**
- Click on the **Copy** icon.
- Enter a name for the new template.
- Click on the **Add** icon.

Delete :

- Select the **template name.**
- Click on the **Delete** icon.
- Confirm your choice.

Change :

First you must **delete** the template, see '**Delete**' and add it after, see '**Add**'.

Graphic

Toolbar

See '**Toolbar definitions**' for more informations.

Paper format

The available **paper format** are :

- **8.5 x 11 portrait**
- **8.5 x 11 landscape**
- **8.5 x 14 portrait**
- **8.5 x 14 landscape**
- **enveloppe 9** and **10**

- Click on the **Paper format** tool.
- Select the paper format you wish to use.

Object

Add :

- On the **toolbar**, click on a the tool that represent the object you want to had.

- For the **Text** , **Rotated text** , **Image** and **Secured** tools (***Only available in the customization***), position the mouse **cursor** where you want on the form, click the **left button** of the mouse and release the button.

- For the other tools, position the mouse **cursor** where you want on the form, click the **left** button of the mouse and drag on the form the size you want to reach and release the button.

Modify the properties (font, size, color etc..) :

- Click an object.

- Double click on the object or click the **right button** of the mouse and click **properties**.

Bring to front or Send to back :

- Click an object.

- Click the **right button** of the mouse and click **Bring to front** or **Send to back**.

Copy / Paste :

- Click an object.

- Press **Ctrl+C** and then **Ctrl+V** on the keyboard.

Note : The second object will be placed directly on top of the first object.

Move :

- Click an object.

- Click on the **center (X)** of the object, keep the **left button** of the mouse pressed and drag the object at the desired place.(*You can **also** use the **arrow keys** to **move** the object***).**

Delete :

- Click an object.

- Press the '**Del**' key on the keyboard or click the **right button** of the mouse and click **Delete**.

Undo an operation :

- Press **Ctrl+Z** on the keyboard or click the **right button** of the mouse on an **empty** spot on the form and click **Undo**.

Objects list :

- Press the **Objects list** tool.

- Select the **Objects** you want to see on the reports.

- Click on the **Screen** icon

or

- Click the **Print** icon.

- Select the printer and the tray.

- Click on the **Print** icon again.

Form

Save the work :

- Click on the **Save** tool.

Preview on the screen :

- Click on the **Preview** tool.

Print :

- Click on the **Print** tool.

Projects

This is the main module of the sotfware, it is where you are going to link the mapping on a form and where you are going to tell the software how to react when it will receive a certain type of file. The configuration will help you to :

- Select the data **Mapping** used for the transfer of your file into the InterLaser database.
- Select the **Template** form and the **Customization** form.
- **Create**, **modify** and **delete** a **Customization** form.
- Define the **Input folder** (*this is where the software is going to look for **the files** associated with the project*).
- Define the **Document type**.
- Define the **Ouput devices**.
- Define the company names and addresses.
- Define the **transit** and the **bank account** for secured projects.
- etc...

Important : If you want to modify any the information(s) of the project **you must** click on the **Edit/Modify** icon before

How does it work ?

- Click on the **Projects** icon (*from the main window*) or click on the **Management** menu (*in the top menu of the main window*) and click **Projects**.

Variables

- Allow you to enter **extra data** associated to the project. (*Example : company names and addresses*).

Customization Form

Note : In a **customization** form, it is **not possible** to **edit**, **move** or **delete** objects that are used in a **template** form.

Note : See '**Forms**' (*graphic section*) for more informations about how to **add**, **move** or **delete** objects on a form.

Add :

- Click on the **Edit/Modify** icon.
- Click on the **Edit** button at the bottom of the window.
- Click on the **Add** icon.
- Enter the name of the new customization.
- Click on the **Add** icon again.

Modify :

- Click on the **Edit/Modify** icon.
- Click on the **Edit** button at the bottom of the window.
- Select a customization.
- Click on the **Edit/Modify** icon or double click on the customization.

Copy :

- Click on the **Edit/Modify** icon.
- Click on the **Edit** button at the bottom of the window.
- Select a customization to copy.
- Click on the **Copy** icon.
- Enter the name of the new customization.
- Click on the **Add** icon.

Delete :

- Click on the **Edit/Modify** icon.
- Click on the **Edit** button at the bottom of the window.
- Click on the **Delete** icon.
- Confirm your choice.

Change :

First you must **delete** the customization, see '**Delete**' and add it after, see '**Add**'.

View a customization

- Click on the **View** button at the bottom of the window. In this mode you will **only be able** to click on the **Preview** icon or the **Exit** icon.

Document type

This is to identify if the project is a **primary document** (*Cheque, Invoice, etc..*), a **secondary document** (*Overflow, separator page, envelope, etc..*) or **report document**. (*Report print after the printing forms*).

Options

This button will allow you to :

- Specify the **Input folder**. This is where the software is going to look for the data files.

- Specify the **Output folder**. This is where the software is going to send the data files.

- Define the **Document printing order** for the project : Two possible choices :

  1) **Group all projects**. - The originals documents of all projects are going to be printed then all the copies of all projects.

  2) **Group by project**. - The originals documents of one project are going to be printed then all the copies then another project and the copies etc...

Attention : The printing order must be the same for all the projects.

- Specify how to the **Dispatch print jobs**. This will allow to separate the documents on different printers. The **minimum** printers is **two** and the **maximum** is **four**. The **treshold** is illimited. The printing will be done printer by printer, so if you have 1000 documents and the treshold is set to 500, the software will do 500 documents on the first printer then it will go to the second printer and so on.

- Specify the form **to use** with an **detail overflow**. This will allow to print the rest of the detail on **another** form.

- Specify the form **to use** to print **envelopes**.

- Specify a **sequential counter**. Used if we want to have a control number printed on the forms.

- Specify if the **security** of this project is activated. If **active**, you **will be prompted** for a **smart card** when you will begin a new print job.

Output devices

Documents

This button allow you to select the **printers**, **trays** and the **sorting keys**. The sorting keys define the order under which the documents are going to be printed. (b*y document number, payee name, vendor id, etc...*).

Report

This button allow you to select the **printers** and **trays** for the reports printing.

Cheque options

This button is used for the cheque documents configuration. In this module you will be able to define the **bank**, the **type of fund** (CAN or US), the **transit**, the **bank account**, the **signature limits**, the **upper** and **lower signature**, the **length** for the **cheque number**, the **manual cheque number** and the **Positive pay** configuration.

Conditions

This button allow you to activate predefined **conditions** that will change the way the software process the documents based on variables in the data files.

Example : In a given file, we may have a code telling us if the cheque are in **canadian** or **us** funds, then we will **change the forms** to the us one**.**

Archiving

The archiving module is where you will **configure** your data to be **retrieved** with the help of the **Seeker**. You will be able to **search**, **reprint, resend** (*e-mail*) or **delete** document(s).

How does it work ?

- Click on the **Archiving** menu (*in the top menu of the main window*) or click the **Management** menu (*in the top menu of the main window*) and click **Archiving**.

Maintenance

First, you must **configure** the archiving. You will decide how you would like to search in the archiving and which variables you would like to display in the **Seeker**.

Configuration

- Select a **group**.

- Click the **Configuration** button**.**

- In the **Group identification** you can put the name of the archive that the user will be able to select in the **Seeker**.

- Select a **Member project**.

Variables

- There are **four** variables automatically defined by the software :

  - **binDocNo** : this variable contains the document number. (*Example : Cheque number, invoice number, order number, etc....*)

  - **binDateDoc** : this variable contains the document date. (*Example : Cheque date, invoice date, order date, etc....*)

  - **binName** : this variable contains the name associated with the document. (*Example : Beneficiary, customer name etc....*)

- **binAmount** : this variable contains the document amount. (*Example : Cheque amount, invoice amount, order amount etc....*)

Add :

- Click on the **Add** icon from the **Search by** or the **Display** list.

- If you want to put a **significant name** that will be **shown** in the **Seeker**, click on the **language** button or double click on the variable name in the list.

Delete :

- Select the **variable**.

- Click on the **Delete** icon from the **Search by** or the **Display** list..

Note : The mandatory variables **binDocNo**, **binDateDoc**, **binName** and **binAmount** can't be delete.

Archiving documents

Important : At this point, nobody should be using the **InterLaser** and **Seeker**.

- Select a **group**.

- Click the **Archiving documents** button**.**

- Select one or many **projects.**

- Click on the **Process** icon.

Note : The data will be transfer in the archive.

Reprint/Resend documents

- Select a **group**.

- Click the **Reprint/Resend documents** button**.**

- Select a **project**.

- Select the **type of search** that you want to use to retrieve the data.

You can search by :

- **Document number**, enter the number range and click on the **Search** icon.

- **Document date**, enter the date range and click on the **Search** icon.

- **Name associated with the document**, enter the name and click on the **Search** icon.

Note : If you leave the box empty the software is going to show every available documents.

- **Document amount**, enter the amount and click on the **Search** icon.

- Check the documents you want to reprocess.

- Click on the **Print** icon or on the **Resend** icon.

Delete documents

- Select a **group**.

- Click the **Archiving documents** button**.**

- Select a or the **projects.**

- Select the **type of search** that you want to use to retrieve the data.

You can search by :

- **Document number**, enter the number range and click on the **Search** icon.

- **Document date**, enter the date range and click on the **Search** icon.

- **Name associated with the document**, enter the name and click on the **Search** icon.

Note : If you leave the box empty the software is going to show every available documents.

- **Document amount**, enter the amount and click on the **Search** icon.

- Check the documents you want to reprocess.

- Click on the **Delete** icon.

Rebuild an archive's index

- Select a **group**.

- Click the **Rebuild an archive's index** button**.**

- This process will rebuild the data indexes for the selected group.

Important : This process can be very long depending on the size of the data, the speed of the PC and the network bandwidth.

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Seeker

This program work with the archiving module. You need to have archived data to be able to work with this program. The **seeker** is going to let you retrieve informations that you would like to **visualize**, **reprint** or **resend** by e-mail.

How does it work ?

- This program run as a **standalone**. You must install the **seeker** on each PC.

Steps

- Select a **group** for the search.

- Select the **type of search** that you want to use to retrieve the data.

You can search by :

- **Document number**, enter the number range and click on the **Search** icon.

- **Document date**, enter the date range and click on the **Search** icon.

- **Name associated with the document**, enter the name and click on the **Search** icon.

Note : If you leave the box empty the software is going to show every available documents.

- **Document amount**, enter the amount and click on the **Search** icon.

- Check the documents you want to reprocess.

Note : Depending on the configuration of your archiving, you may have others variables in the search area.

- Check the documents you want to reprocess.

- Click on the **Print** icon or on the **Resend** icon.

Icons definitions

Add

Apply

Delete

Edit/Modify

Enter

Exit

Forms

Help

Mapping/Process

Next record

Previous record

Print

Print/Send

Rebuild

Return

Resend

Save

Screen

View/Preview/Search

Toolbar definitions

- The icon is used to go back to **selection** mode.

- The icon is used to display a grid on the form and will be printed as shown on screen. This will give you more **precision** when designing a form.

- The icon is **only** used in the **template** forms to define the **paper format.**

- The icon is **only** used in the **customization** forms. It will give you the ability to view the forms with or without the conditions.

- The icon is used to **insert text**. The **first time** you add a text you will be prompted for the **font**, **style** and **size** of the text.(This is **mandatory**.)

- The icon is used to **insert rotated text**. The **first time** you add a text you will be prompted for the **font**, **style** and **size** of the text.(This is **mandatory**.)

- The icon is used to draw **rectangles** or **lines**.

- The icon is used to draw **rectangles** with **rounded** corners.

- The icon is used to draw **ellipses**.

- The icon is used to add **images** (**bmp only**).

- The icon is **only** used in the **customization** forms. This is to insert **Watermarks**, **Signatures** or **Micr codes.**

- The icon is used to **save** your work.

- The icon is used to generate a report of all the **objects** on a **printer** or the **screen**.

- The icon is used to **preview** the entire form.

- The icon is used to **print.**

- The icon is the **only way** to **exit** the design window.

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